

TOWN OF HILTON HEAD ISLAND PLANNING DEPARTMENT
SUBDIVISION CHECKLIST
THIS FORM MUST BE ACCOMPANIED BY A MASTER APPLICATION FORM

PROJECT NAME: _____

AGENT SUBMITTING APPLICATION:

Name _____

Company _____

Address _____

Telephone _____

*****ONE copy of each item is required, unless otherwise stated.**

Yes No N/A

| | | | | |
|--------------------------|--------------------------|--------------------------|------------------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *APPLICATION FORM | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *FILING FEE (\$200 + \$10 per lot) | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *OWNER'S CONSENT | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *PROPERTY DEED/TITLE SOURCE | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *OPEN SPACE/PUBLIC DEDICATION | _____ |

WRITTEN NARRATIVE

| | | | | |
|--------------------------|--------------------------|--------------------------|-----------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Specific Use Proposed | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Zoning District | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Number of Lots | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Phasing Plan | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Type of Recreational Uses | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Maintenance Responsibility | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Dedicated Improvements | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other Government Approvals | _____ |

SUBDIVISION PLAT (2 COPIES)

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Name of Subdivision | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Graphic Scale & North Arrow | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Tax Map & Parcel Number | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Date & Revisions | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Vicinity Sketch | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Name of Owner | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *FEMA Information | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Reference Meridian | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Location of Primary Control Points | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Existing & Proposed Boundary Lines | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Right Of Way Lines | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Proposed Street Names | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Easements, Purpose & Documentation | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Use of New Lots Noted | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Lots Numbered Consecutively | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Notation of Specific Reference Plat | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Computed Acreage of Each Lot | _____ |

SUBDIVISION REVIEW CHECKLIST

| Yes | No | N/A | | |
|--------------------------|--------------------------|--------------------------|---------------------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Minimum Building Setback Lines | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Minimum Buffer Lines | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Original Seal and Signature | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Location & Calculation of Impervious | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Wetland Delineation (as appropriate) | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Existing Structures/ Improvements | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Location & Calculation of Open Space | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Exterior Buffer Statement | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Wetland Buffer Statement | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Flood Disclosure Statement | _____ |

SITE DEVELOPMENT PLANS (4 COPIES)

| | | | | |
|--------------------------|--------------------------|--------------------------|-------------------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Name of Development | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Graphic Scale & North Arrow | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Tax Map & Parcel Number | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Date & Revisions | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Vicinity Sketch | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Topographic Information | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Trees 6" Diameter & Over | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Existing Structures within 50 Feet | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Drainage Location | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Impervious Surface Calculations | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Open Space Calculations | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Setback and Buffer Areas | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Zoning Boundaries | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Wetlands Delineation | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *FEMA Flood Zone Information | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Fire Hydrants and Fire Lanes | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Archeological Information | _____ |

NOTE: All Sheets in the Set of Plans Must Show All Trees 6" Diameter & Over

| | | | | |
|--------------------------|--------------------------|--------------------------|--|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Grading, Paving, Drainage Plan | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Erosion Control Plan | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Water & Sewer Line Layout | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Septic or Waste Disposal System Layout | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Electric Line Layout (Including Lighting) | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Telephone & Cable Line Layout | _____ |

LANDSCAPE PLAN (2 COPIES)

| | | | | |
|--------------------------|--------------------------|--------------------------|-----------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Planting Plan | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plant Schedule | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Irrigation Plan | _____ |

SITE LIGHTING PLAN

| | | | | |
|--------------------------|--------------------------|--------------------------|---------------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location Plan | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Light levels | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fixture Schedule | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Manufacturer's Photometric Data | _____ |

SUBDIVISION REVIEW CHECKLIST

Yes No N/A

PHASING PLAN/SCHEDULE REPORT

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Graphic Scale | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Number of Units or Lots | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Open Space Calculations | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Site Improvements | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Public Dedication | _____ |

TREE PROTECTION (2 COPIES)

| | | | | |
|--------------------------|--------------------------|--------------------------|---------------------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Application | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Tree Survey (no older than 2 years) | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Written Narrative on Tree Protection | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Tree Tally Sheets | _____ |

WETLANDS ALTERATION

| | | | | |
|--------------------------|--------------------------|--------------------------|---------------------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Application | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Jurisdictional Determination | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Wetland Boundary Survey | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Application Package to USACE or OCRM | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Wetlands Evaluation Forms | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Wetlands Alteration Plan | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Stormwater Management Plan | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Wetland Protection Assurances | _____ |

WETLANDS IMPACT ANALYSIS

| | | | | |
|--------------------------|--------------------------|--------------------------|---------------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Written Narrative | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Efforts to Minimize Alteration | _____ |

MITIGATION PLAN TO INCLUDE:

| | | | | |
|--------------------------|--------------------------|--------------------------|---|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Grading Plan | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Drainage Plan | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Elevation at High Ground & Surface Water | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Landscape Plan | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Implementation Schedule | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Restrictive Covenants | _____ |

ENGINEERING

| | | | | |
|--------------------------|--------------------------|--------------------------|--|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Pre-Design Conference w/Town Engineer | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Stormwater Calculations | _____ |

DHEC APPROVAL

| | | | | |
|--------------------------|--------------------------|--------------------------|---------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sewer | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Air & Water Quality | _____ |

OCRM APPROVAL

| | | | | |
|--------------------------|--------------------------|--------------------------|---------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Beach/Dune Activity | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tidal Wetlands | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Land Disturbance | _____ |

SUBDIVISION REVIEW CHECKLIST

Yes No N/A

ARMY CORPS OF ENGINEERS

| | | | | |
|--------------------------|--------------------------|--------------------------|--|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Wetlands Determination Letter (no older than 5 years) | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *Wetlands Alteration Permit | _____ |

ENCROACHMENT PERMIT

| | | | | |
|--------------------------|--------------------------|--------------------------|---------------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | SC Department of Transportation | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Beaufort County | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Town of Hilton Head Island | _____ |

PSD APPROVAL

| | | | | |
|--------------------------|--------------------------|--------------------------|-------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sewer | _____ |

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *PRIVATE ARB APPROVAL | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | BCHD/DHEC SEPTIC TANK APPROVAL | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PALMETTO ELECTRIC APPROVAL | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | HARGRAY TELEPHONE APPROVAL | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | LEGAL GUARANTEES | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PUBLIC DEDICATION | _____ |

** - These items (if determined to be applicable by staff) are required at the time of submittal to be considered a complete application that will be distributed for review.*

It has been determined that for the above referenced project the minimum items necessary for acceptance of the application:

- ☐ HAVE BEEN SUBMITTED and the staff can begin a full coordinated review.
- ☐ HAVE NOT BEEN SUBMITTED and the application cannot be accepted and all submitted items are being returned. A new appointment will be required to resubmit the application.

SIGNATURES:

STAFF: _____ DATE _____

AGENT: _____ DATE _____

This application will be discussed at the _____ Staff Meeting. A comment letter will be sent to the applicant by the Friday immediately following that meeting.